

**Fermilab**

October 25, 1982

TO: All Technical Support Section Employees
FROM: R. A. Lundy *RALundy*
SUBJECT: Absences From Work

Department policies regarding absences from work are as follows:

Vacations

For vacations in excess of one day, it is necessary to fill out a Vacation Request Form in advance as indicated on the request form. As stated on the Vacation Request, where conflicts occur the earliest request will have priority.

For one day vacations it is necessary to notify your supervisor in advance or to call your supervisor at the start of your normal shift.

Sick Leave

When you are sick it is necessary to notify your supervisor at the start of your normal shift. If you are absent for more than one day, it is necessary to inform your supervisor on each day of your illness. If for some reason it is not possible to reach your supervisor or a secretary, call the Medical Department on extension 3232. When an illness necessitating an absence in excess of three consecutive working days occurs, the employee must provide a statement from a physician authorizing return to work.

If you become sick during working hours, it is necessary to inform your supervisor who may request that you report to the Medical Department. Under no circumstances are you to leave your work station without notifying your supervisor.

All sick leave, even that covered by a physician's statement, is considered when evaluating absenteeism. Questions concerning this policy should be referred to Dianne Engram at extension 4633.

Any deviations from the above stated policies will result in your being reported as absent without pay. Abuse of these policies may lead to disciplinary action including the possibility of termination.

RAL:llt

cc: D. Engram